



STATE OF DELAWARE  
OFFICE OF BUDGET DIRECTOR  
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DOVER, DELAWARE 19901

**M E M O R A N D U M**

#2005 - 02

**TO:** Agency Heads and Chief Fiscal Officers  
**FROM:** Jennifer W. Davis, Budget Director  
**DATE:** August 23, 2004  
**SUBJECT:** Budget Development and Information System (BDIS) 2.4 Instructions  
FY 2006 Budget Process

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This memorandum provides information for the use of BDIS to prepare the Fiscal Year 2006 operating budget. The following topics are discussed:

- ◆ Training
- ◆ Budget Tracking
- ◆ Internet Reporting
- ◆ CD/Software
- ◆ BDIS User Manual

**Training**

Training sessions will be offered at 801 Silver Lake Blvd., William Penn Building, DTI Training Room, Dover, Delaware from 9:00 a.m. - 12:00 noon and 1:00 p.m. – 4:00 p.m. on:

September 21, 2004

Training sessions will be offered at 860 Silver Lake Blvd., McArdle Building, Pension Office Training Room, Dover, Delaware from 9:00 a.m. - 12:00 noon and 1:00 p.m. – 4:00 p.m. on:

August 31, 2004  
September 16, 2004

September 1, 2004

Agencies may make reservations for the classes by E-mail to [Bob.Hunter@state.de.us](mailto:Bob.Hunter@state.de.us). Please make reservations early as the later classes always fill first.

You can determine the availability of class slots on the Intranet by opening Microsoft Internet Explorer and going to:

<http://reports.budget.state.de.us>

Enter user ID “training” and password “training”. Click the “Login” button. On the left side of the next window shown, click “Training Classes”, click “BDIS Training Classes” and click the “Run Now” button. (If a Cizer report has never been run on the PC, a security-warning window will appear which will ask **"Do you want to install and run Crystal Smart Viewer"? Select "Yes"**). Cizer will display a report that shows the class dates and the available/taken slots.

### **Budget Tracking Hierarchy**

BDIS 2.4 uses a hierarchy starting from the budget office analyst, going to the agency supervisors and down to the individual user in order to provide a method for individuals to indicate to their supervisors that their budget is completed. Enclosure Three lists users and shows the current hierarchy. Please mark on the enclosure to add or delete BDIS users and to modify the hierarchy. Return it to Bob Hunter, Strategic Information System Manager, Office of the Budget, SLC D570E by August 29, 2004.

### **Internet Reporting**

Enhanced reporting software, CIZER REPORTS, remains directly accessible through BDIS 2.4. Cizer Reports are also accessible on a stand-alone basis via the Internet at:

<http://reports.budget.state.de.us>

You must use your new BDIS login and password to access BDIS 2.4 data with the Cizer reporting software on a stand-alone basis.

### **CD/Software**

The BDIS and Oracle software is available on a Compact Disk from the Office of the Budget. Contact Bob Hunter at 302-739-4206 or Email ([Bob.Hunter@state.de.us](mailto:Bob.Hunter@state.de.us)) to request a copy if your agency did not receive one.

### **BDIS User Manual**

The instructor will distribute the BDIS 2.4 user manual at the training classes. The manual is also available on the Internet under “BDIS” at:

<http://www.state.de.us/budget>

cc: Robert L. Scoglietti, Deputy Budget Director  
Mike Jackson, Assistant Chief of Fiscal and Policy Analysis  
Fiscal and Policy Analysts

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Enclosure One: List of Current BDIS Users/Hierarchy **Return to the Office of the Budget**